



South Carolina
Department of Education

Together, we can

Calculating GPAs in the Student Information System SIS: Supporting the SC Uniform Grading Policy Instructional Guidelines

This document contains instructions for calculating GPAs and printing transcripts for college applications to comply with the legislative mandate that created the Uniform Grading Policy, revised January 2007.

These guidelines provide a standard method by which GPAs are calculated to determine a student's eligibility for state scholarships and to present a standard collection of data that colleges and universities use when evaluating applicants.

Office of Technology Services

Updated March 2009

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Calculating GPAs in SASI

Overview

This technical document addresses settings in the SASI software program required for compliance with the Uniform Grading Policy (UGP), finalized January 2007 by the State Board of Education. The uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying units, including units earned at the middle or junior high school level. Therefore, the UGP applies to every school that has students in the ninth grade and higher. Each district must decide if the policy will be implemented in schools that house grades PK-8.

Transcripts and report cards will specify the course title and the level or type of course the student has taken (e.g., English 1, Algebra 2 honors, AP U.S. History). The grading scale must be printed on the report card. Refer to the Uniform Grading Policy for specific information regarding honors, dual credit, advanced placement and international baccalaureate courses as well as the End-of-Course Program (EOCEP) courses and the Credit Recovery option.

To summarize, this document provides instructions for configuring several atoms in SASI for these purposes:

- Calculating correctly the year-end Grade Point Average that is displayed in the SASI Course History atom (file).
- Calculating class rank for students qualifying for state scholarships.
- Configuring and printing a state-designated transcript for graduating seniors that provides specific information required by the Uniform Grading Policy. The data elements for this transcript should be standardized across the state so that reports received by colleges, universities, and SC scholarship offices provide necessary and consistent information from each high school.
- Standardizing on the State Board of Education-approved UGP.

These instructions ensure that all districts/schools are calculating GPAs and class ranks in the same manner for purposes such as determining eligibility for scholarships, and that transcripts present a standard collection of data that colleges and universities can use when evaluating applicants.

You will find current screenshots of various SASI atoms demonstrating the required settings to calculate correctly the GPA that is displayed in Course History and printed on transcripts or other student reports. Additional screenshots also demonstrate the required settings to produce the transcript that has been designated as the official transcript layout for South Carolina.

Refer to the *SASI Grade Reporting Training Guide*, the *SASI Basic Scheduling Training Guide*, the *SASI Course History User's Guide* and the *SASI Setup and Administration Training Guide* for assistance with using these atoms. You can access each of these

guides at [Pearson School Services Web site](#) if your district technical contact has added your name to this user list. You should also be able to access them using the Help command in the SASI software.

State Standard

The Office of Technology Services (TS) staff, Accountability Division at the South Carolina Department of Education (SCDE) uses GPA Definition ID 2, SC UGP GPA (TOT) and Class Rank 2 in queries and references to GPA. Each district is responsible for each of its secondary schools adhering to the standard setup for GPA Definition.

GPA Calculation

SASI gives you a tremendous amount of flexibility in configuring the grading setup for calculating grade averages and the GPA. The screenshots in this document show fields that are required for configuration. Only the fields that are identified in each example must be set as indicated. Settings for the other fields are at your district's discretion.

A brief explanation of the GPA calculation process may help you understand the settings on the following pages. The three key components of a successful GPA calculation are these:

- mark
- course credit value
- course academic tag

The mark is cross-referenced to the GPA Definitions atom, which contains the Grade Point tables. The academic tag determines which table is used, and the mark determines which value in that table is used. The Grade Point value is multiplied by the Credit Value to give a weighted mark. The weighted marks of all courses attempted are summed, and then divided by the sum of credits attempted.

The following example using only 3 marks describes the process:

A student has completed 3 courses and the courses have been transferred to Course History. The student earned an 87 in a Physics Honors course that is worth 2 credits. An Algebra I course worth 1 credit has a mark of 92, and an AP History course worth 1 credit has a mark of 63.

The Physics course has an 'H' tag, so the mark of 87 is cross-referenced to the 'H' table in GPA Definitions, which returns a Grade Point value of 3.750; and this value is multiplied by the 2 credits to give a weighted mark of 7.500.

The Algebra course has a 'C' tag, so the mark of 92 is cross-referenced to the 'C' table in GPA Definitions, which returns a Grade Point value of 3.875; and this value is multiplied by the 1 credit to give a weighted mark of 3.875.

The History course has an 'A' tag, so the mark of 63 is cross-referenced to the 'A' table in GPA Definitions, which returns a Grade Point value of 1.250; and this value is multiplied by the 1 credit to give a weighted mark of 1.250.

The weighted marks are summed ($7.500 + 3.875 + 1.250 = 12.625$) then divided by the credits attempted (4) to give a GPA of 3.156. Even though the student failed the AP History course and will not receive credit for the course, the mark and credit attempted are included in the GPA calculation.

| Course Title | Tag | Credit | Mark | Calculation |
|----------------|-----|--------|------|-------------------------------|
| Physics Honors | H | 2 | 87 | $3.750 \times 2 = 7.500$ |
| Algebra I | C | 1 | 92 | $3.875 \times 1 = 3.875$ |
| AP History | A | 1 | 63 | $1.250 \times 1 = 1.250$ |
| GPA | | | | $12.625 / 4 = \mathbf{3.156}$ |

To summarize when you run GPA calculations, SASI looks in the course atom to determine the academic weighting (N/H field). It then locates the GPA points in the GPA table for the mark given for a particular course and the academic weight. SASI multiplies that number by the credit attempted to arrive at a GPA score for that course and then moves to the next course, adding the score and credits attempted for each. To get a student's grade point calculation, SASI divides the total GPA by the total credits attempted.

Note: Course titles printed on transcripts and student report cards for the 2007-08 and future school years should not reference Tech Prep designations; however, courses taken by student before the 2007-08 school years may reference courses tagged with the T designation. You should specify the level or type for honors and advanced placement courses (UGP, 55-03-3).

You should not change student records in SASI course history for prior years; for example, you should not edit data in the course history atom for 2007-08, 2006-07, 2005-06, etc. school years. Student records in the Course History atom should reflect what actually took place. All school should have an archived copy of SASI for each school year; therefore, guidance and SASI personnel should be able to honor requests for transcripts prior to table changes effective for the 2007-08 year.

Changes for 2008-09 Grading Setup

As part of the initial installations of the SASI software at each school (2000-2004), the academic codes and descriptions, and the marks (grades) and associated grade point

values were included. During the 2000-01 school year, district SASI coordinators were to have added the "WF" and "FA" marks and grade points according to the Uniform Grading Policy mandated by the SC Legislative Body.

Changes for the 2007-08 school year required that district technology coordinators or SASI coordinators update all setup information in SASI to comply with the UGP revisions. You will want to review the Policy and other information provided by offices within SDE at the following sites in the [Appendix, Part B](#) for this document.

Updates for 2008-09 are as follows:

- **GPA Definition, Long Title -- change to *SC UGP GPA***
- **GPA Definition, GPA Decimal Place Accuracy – set to 4**
- **GPA Definition, GPA Round – leave blank**
- **Change Reporting Options, Grading Setup, Option Tab, School Message1:
*The SC UGP GPA and class rank applies to all courses carrying Carnegie units.***
- **Change Reporting Options, Grading Setup, Option Tab, School Message 2: *These include units earned at middle or junior high level.***
- **Additional explanation for 4.0 GPA set up.**

Each change indicated above is shown in the pages that follow.

Grading Setup: Options Tab

The screenshot shows the "Grading Setup" window with the "Options" tab selected. The following fields are circled in black to indicate updates:

- GPA/QPA:** Grade point average
- Default GPA Type:** TOT
- Mark Conversion:** Convert letter marks to numeric equivalent
- Mark Rounding:** Not used - Numeric Marks Only
- Report Card Form:** 11 Mark Form (SASI 0083, 0084)
- Scanner Type:** Scantron 1400/2700 (Option 1)
- Scan Form:** (27 Chan)1 mrk alpha
- Scanner Port:** Port3
- Permit/Ret. Addr:** Default from Current School
- School Message 1:** The SC UGP GPA and class rank apply to all courses carrying Carnegie units.
- School Message 2:** These include units earned at middle and/or junior high levels.

GPA/QPA – select “Grade point average.”

Default GPA Type – select “TOT.”

Mark Conversion – select “Convert letter marks to numeric equivalent.”

Mark Rounding – select “Not used – Numeric Marks Only.” This setting ensures the “blank” for the “Round” field in the GPA definition atom.

Permit/Ret. Addr. – select “Default from Current School.”

School Message 1 – enter “The SC UGP GPA and class rank apply to all courses carrying Carnegie Units.”

School Message 2 – enter “These include units earned at middle and/or junior high levels.”

The fields that are not listed or not circled in the graphic above should be set to meet your district’s specific needs.

Grading Setup: Marks Tab

No changes from previous years.

| Mrk | Hdg 1 | Hdg 2 | Rpt # | Mark Type | Alph Num | Avg | Weight | Final | Excl GPA | Excl Rpt | Cmt | Citz | WH | Use Abs |
|-----|-------|-------|-------|-----------|----------|-----|--------|-------|----------|----------|-----|------|----|---------|
| 1 | 1st | Qtr | 1 | | N | 3 | 1 | | | | 3 | Yes | | Yes |
| 2 | 2nd | Qtr | 2 | | N | 3 | 1 | | | | 3 | Yes | | Yes |
| 3 | 1st | Sem | 2 | | N | 8 | 2 | Yes | | | | | | |
| 4 | 3rd | Qtr | 3 | | N | 6 | 1 | | | | 3 | Yes | | Yes |
| 5 | 4th | Qtr | 4 | | N | 6 | 1 | | | | 3 | Yes | | Yes |
| 6 | 2nd | Sem | 4 | | N | 8 | 2 | Yes | | | | | | |
| 7 | EOC | EP | 4 | | N | 8 | 1 | | | | | | | |
| 8 | Year | Grad | 4 | | N | | | Yes | | | | | | |
| 9 | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | |

Alpha/Num – select “N – Numeric Mark.”

The fields that are not listed above should be set to meet your specific needs.

Grading Setup: Advanced Tab

No changes from previous years.

The screenshot shows the 'Grading Setup' dialog box with the 'Advanced' tab selected. The 'GPA Credit Factor' is set to 'Credit Attempted'. The 'Highest Valid Grade' is 100, 'Lowest Valid Grade' is 0, and 'Highest Failing Grade' is 69. Other fields include 'Grade Sort Preference' (Sort Grades by Period), 'Repeat Tag / Credit Earned' (checked), 'Minimum Promotion Average', 'Total Absence Limit', 'Total Absence Duration', 'Number of Semesters' (2), 'Auto Fail Grade', 'Failing Mark To Print', and 'Print Options' (Absences: Print All Absences, Credits: Print Credits on Report Cards and Labels, Grade Points: Print Grade Points on Report Cards and Labels). A 'Close' button is at the bottom right.

GPA Credit Factor – select “Credit Attempted.”

Highest Valid Grade – set this to “100” (required field for InteGrade Pro).

Lowest Valid Grade – set this to “0” (required field for InteGrade Pro).

Highest Failing Grade – set this to “69” (required field for InteGrade Pro).

The fields that are not listed above should be set to meet your specific needs.

Grading Setup: Mark Definitions Atom

You must verify accuracy of the Mark Definitions atom in each instance of SASI at schools in your district. Multiple screen shots below show all possible numerical marks, 0 – 100 and the three letter marks: FA, WF, and WP.

| Ln | Mark | Scanner Mark | Credit | Mark Cutoff | Mark Value | Auto Fail |
|----|------|--------------|--------|-------------|------------|-----------|
| 1 | 0 | 0 | | 0 | 0 | |
| 2 | 1 | 1 | | 1 | 1 | |
| 3 | 10 | 10 | | 10 | 10 | |
| 4 | 100 | 100 | Yes | 100 | 100 | |
| 5 | 11 | 11 | | 11 | 11 | |
| 6 | 12 | 12 | | 12 | 12 | |
| 7 | 13 | 13 | | 13 | 13 | |
| 8 | 14 | 14 | | 14 | 14 | |
| 9 | 15 | 15 | | 15 | 15 | |
| 10 | 16 | 16 | | 16 | 16 | |
| 11 | 17 | 17 | | 17 | 17 | |
| 12 | 18 | 18 | | 18 | 18 | |
| 13 | 19 | 19 | | 19 | 19 | |
| 14 | 2 | 2 | | 2 | 2 | |
| 15 | 20 | 20 | | 20 | 20 | |
| 16 | 21 | 21 | | 21 | 21 | |
| 17 | 22 | 22 | | 22 | 22 | |
| 18 | 23 | 23 | | 23 | 23 | |
| 19 | 24 | 24 | | 24 | 24 | |
| 20 | 25 | 25 | | 25 | 25 | |
| 21 | 26 | 26 | | 26 | 26 | |
| 22 | 27 | 27 | | 27 | 27 | |
| 23 | 28 | 28 | | 28 | 28 | |
| 24 | 29 | 29 | | 29 | 29 | |
| 25 | 3 | 3 | | 3 | 3 | |
| 26 | 30 | 30 | | 30 | 30 | |
| 27 | 31 | 31 | | 31 | 31 | |
| 28 | 32 | 32 | | 32 | 32 | |
| 29 | 33 | 33 | | 33 | 33 | |
| 30 | 34 | 34 | | 34 | 34 | |
| 31 | 35 | 35 | | 35 | 35 | |
| 32 | 36 | 36 | | 36 | 36 | |
| 33 | 37 | 37 | | 37 | 37 | |
| 34 | 38 | 38 | | 38 | 38 | |
| 35 | 39 | 39 | | 39 | 39 | |
| 36 | 4 | 4 | | 4 | 4 | |
| 37 | 40 | 40 | | 40 | 40 | |
| 38 | 41 | 41 | | 41 | 41 | |
| 39 | 42 | 42 | | 42 | 42 | |
| 40 | 43 | 43 | | 43 | 43 | |
| 41 | 44 | 44 | | 44 | 44 | |
| 42 | 45 | 45 | | 45 | 45 | |
| 43 | 46 | 46 | | 46 | 46 | |
| 44 | 47 | 47 | | 47 | 47 | |
| 45 | 48 | 48 | | 48 | 48 | |
| 46 | 49 | 49 | | 49 | 49 | |
| 47 | 5 | 5 | | 5 | 5 | |

104 Grade Definitions in the list

| Ln | Mark | Scanner Mark | Credit | Mark Cutoff | Mark Value | Auto Fail |
|----|------|--------------|--------|-------------|------------|-----------|
| 46 | 49 | 49 | | 49 | 49 | |
| 47 | 5 | 5 | | 5 | 5 | |
| 48 | 50 | 50 | | 50 | 50 | |
| 49 | 51 | 51 | | 51 | 51 | |
| 50 | 52 | 52 | | 52 | 52 | |
| 51 | 53 | 53 | | 53 | 53 | |
| 52 | 54 | 54 | | 54 | 54 | |
| 53 | 55 | 55 | | 55 | 55 | |
| 54 | 56 | 56 | | 56 | 56 | |
| 55 | 57 | 57 | | 57 | 57 | |
| 56 | 58 | 58 | | 58 | 58 | |
| 57 | 59 | 59 | | 59 | 59 | |
| 58 | 6 | 6 | | 6 | 6 | |
| 59 | 60 | 60 | | 60 | 60 | |
| 60 | 61 | 61 | | 61 | 61 | |
| 61 | 62 | 62 | | 62 | 62 | |
| 62 | 63 | 63 | | 63 | 63 | |
| 63 | 64 | 64 | | 64 | 64 | |
| 64 | 65 | 65 | | 65 | 65 | |
| 65 | 66 | 66 | | 66 | 66 | |
| 66 | 67 | 67 | | 67 | 67 | |
| 67 | 68 | 68 | | 68 | 68 | |
| 68 | 69 | 69 | | 69 | 69 | |
| 69 | 7 | 7 | | 7 | 7 | |
| 70 | 70 | 70 | Yes | 70 | 70 | |
| 71 | 71 | 71 | Yes | 71 | 71 | |
| 72 | 72 | 72 | Yes | 72 | 72 | |
| 73 | 73 | 73 | Yes | 73 | 73 | |
| 74 | 74 | 74 | Yes | 74 | 74 | |
| 75 | 75 | 75 | Yes | 75 | 75 | |
| 76 | 76 | 76 | Yes | 76 | 76 | |
| 77 | 77 | 77 | Yes | 77 | 77 | |
| 78 | 78 | 78 | Yes | 78 | 78 | |
| 79 | 79 | 79 | Yes | 79 | 79 | |
| 80 | 8 | 8 | | 8 | 8 | |
| 81 | 80 | 80 | Yes | 80 | 80 | |
| 82 | 81 | 81 | Yes | 81 | 81 | |
| 83 | 82 | 82 | Yes | 82 | 82 | |
| 84 | 83 | 83 | Yes | 83 | 83 | |
| 85 | 84 | 84 | Yes | 84 | 84 | |
| 86 | 85 | 85 | Yes | 85 | 85 | |
| 87 | 86 | 86 | Yes | 86 | 86 | |
| 88 | 87 | 87 | Yes | 87 | 87 | |
| 89 | 88 | 88 | Yes | 88 | 88 | |
| 90 | 89 | 89 | Yes | 89 | 89 | |
| 91 | 9 | 9 | | 9 | 9 | |
| 92 | 90 | 90 | Yes | 90 | 90 | |

104 Grade Definitions in the list

Note the changes in revised UGP for numerical marks, FA and WF: 61

| | | | | | |
|----|----|----|-----|----|----|
| 86 | 87 | 87 | Yes | 87 | 87 |
| 89 | 88 | 88 | Yes | 88 | 88 |
| 90 | 89 | 89 | Yes | 89 | 89 |
| 91 | 9 | 9 | | 9 | 9 |
| 92 | 90 | 90 | Yes | 90 | 90 |
| 93 | 91 | 91 | Yes | 91 | 91 |
| 94 | 92 | 92 | Yes | 92 | 92 |
| 95 | 93 | 93 | Yes | 93 | 93 |
| 96 | 94 | 94 | Yes | 94 | 94 |
| 97 | 95 | 95 | Yes | 95 | 95 |
| 98 | 96 | 96 | Yes | 96 | 96 |
| 99 | 97 | 97 | Yes | 97 | 97 |
| 10 | 98 | 98 | Yes | 98 | 98 |
| 10 | 99 | 99 | Yes | 99 | 99 |
| 10 | FA | FA | | 61 | 61 |
| 10 | WF | WF | | 61 | 61 |
| 10 | WP | WP | | | |

UGP Allowed Letter Grades:

FA—Failure due to excessive absences

WF—Withdraw failing

WP—Withdraw passing

104 Grade Definitions in the

Undo Save

A mark of "FA" must be defined in the Mark Definitions atom in order to assign this grade to a student who fails a course due to excessive absences. The FA will be converted to a mark of 61 for averaging final grades. Before grades are transferred to Course History, the final mark must be manually changed to an FA; the Grade Point value of the FA (61) will then be used for GPA calculations.

A mark of "WF" must be defined in the Mark Definitions atom in order to assign this grade to a student who withdraws from a course after a specified number of days, as explained in the UGP, section entitled "Withdrawing from A Course." The WF will be converted to a mark of 61 for averaging final grades. Before grades are transferred to Course History, the final mark must be manually changed to a WF. The Grade Point value of the WF (61) will then be used for GPA calculations.

A mark of "WP" must be defined in the Mark Definitions atom in order to assign this grade to a student who withdraws from a course after a specified number of days, as explained in the UGP. The WP will carry no units and no quality points are to be factored into the student's GPA.

Verify that FA, WF, and WP marks exist in the Mark Definitions atom.

Also verify that each mark is listed in the table for each Academic Code (AP, H, C, E, I) in the GPA Definitions atom with a Grade Point value of 0.0000. If these marks and values are missing in the GPA Definitions atom (TOT, ACA, GP3, and GP4), the marks will not be averaged into the final grade and the student's GPA will be inflated.

There are no provisions in the UGP for other letter grades.

EXAMPLE: In this screen shot, you see that the Advanced Placement academic tag does include the FA and WF marks with the appropriate Grade Point value of 0.0000. **NOTE UPDATE on 3-23-09: WP should be set as blank so that a passing grade will not negatively impact the total GPA. Ensure that WP is blank for each of the ACA Tags for all definitions you may use for your school, especially for the SC UGP GPA and 4.0 GPA.**

Grading Setup: GPA Definition -- **SC UGP GPA (formerly Total GPA)**

Changes in the SASI Setup for Dual Credit Courses: Historical Reference

Dual credit courses are those for which a student may earn both high school units of credit and college credit. (Refer to the Uniform Grading Policy and other documents pertaining to courses/codes such as the [South Carolina Department of Education Activity Coding System for SASI](#) for a full understanding of expectations on the part of districts/schools.) See [State Board of Education Regulations 43-234, Defined Program](#), Grades 9-12, and [Regulations 43-259, Graduation Requirements](#) for further information regarding dual credit courses.

From the school year 2000-01 through 2005-06, students were allowed to receive one-half (.5) unit for each successfully completed dual credit course and to receive quality points (.5 above the CP weighting) for GPA calculations based on a GPA definition entitled "D" for Dual Credit according to the Grade Point Conversion Chart for those years.

For the school year 2006-07 in an amendment to R43-259, graduation requirements increased the high school units of credit for a three-semester-hour college course from one-half (.5) to one (1) unit of dual credit. The .5 weighting for a dual credit course remained for the GPA calculations based on a GPA definition entitled "D" for dual credit according to the current Grade Point Conversion Chart in place for 2000-2006.

For the school years 2007-08 and beyond, students will continue to receive one whole (1) unit for each successfully completed dual credit course; however, the weighting of dual credit courses has changed per the revised 2007 South Carolina Uniform Grading Policy. Effective in the 2007-08 school year, students are to receive a full quality point (1) above the CP weighting for dual credit courses that are applicable to baccalaureate degrees or to associate degrees offered by accredited institutions (page 55-03-01, South Carolina Uniform Grading Policy, January 13, 2007).

The Legislative Mandate clearly states that ..."Increased quality points for dual credit courses and full credit for dual credit courses will not be figured into recalculations."

Beginning with the school year 2007-08, the SASI district-level system administrator or designee with appropriate rights, will need to

- Add new course codes for any courses that your district will consider as dual credit for your students in all schools housing grades 9-12.
- verify the academic tag for the dual credit courses is set to "E"
- Add one new academic tag to accommodate the change in quality points.

| School Year | Course Code | Unit Credit | N/H Tag (Course atom) | ACA – Description (GPA Definition) | Weightings for Dual Credit Courses |
|---------------------------|--------------------|--------------------|------------------------------|--|--|
| Before 2006-07 | ssssdd DH | .5 | Dual Credit | D – Dual Credit for .5 Unit -- .5 Quality Point | 100 – 5.3700 99 – 5.2500 98 – 5.1200, etc. |
| 2006-07 | ssssdd DW | 1 | Dual Credit | D – Dual Credit for 1 Unit -- .5 Quality Point | Same as above |
| 2007-08 and beyond | ssssddEW | 1 | Dual Credit 07-08 + | E – Dual Credit for 1 Unit -- 1 Quality Point | 100 – 5.875 99 – 5.750 98 – 5.625, etc. |

2000-05 Course Code: *ssssddDH* – where *ssss* represents the four-digit subject code; *dd* represents the district/school's 5th and 6th digit; *D* represents Dual Credit and *H* represents Half (.5 unit of credit). The ACA tag of D does not change since the course code does not change.

2006-07 Course Code: *ssssddDW* – where *ssss* represents the four-digit subject code; *dd* represents the district/school's 5th and 6th digit; *D* represents Dual Credit and *W* represents Whole (1 unit of credit). The ACA tag of D does not change since the course code does not change.

2007-08 and beyond Course Code: *ssssddEW* – where *ssss* represents the four-digit subject code; *dd* represents the district/school's 5th and 6th digit; *E* represents the change in quality point from .5 to 1 and *W* represents Whole (1 unit of credit). You must change the ACA tag to indicate the use of a different Grade Point Conversion Chart for these courses and to provide accurate GPA calculations reflecting these changes for 2007-08 and years thereafter.

The changed codes will convey to future SASI users (guidance counselors, school-level administrators, data clerks, etc.) all the differences in credits and/or quality points for dual enrollment courses during these years.

Changes for Academic Tags and Descriptions

| Ln | ACA | Description |
|-----------|------------|-------------------------------|
| 1 | A | Advanced Placement |
| 2 | C | College Preparation |
| 3 | D | Dual Credit |
| 4 | E* | Dual Credit 07-08 + |
| 5 | H | Honors |
| 6 | I | International Baccalaureate |
| 7 | P** | PreInternat Baccalaureate OLD |
| 8 | T** | Tech Preparation OLD |

*E is the code to use for Dual Credit courses bearing changes beginning in 2007-08.

**P and T academic tags are inappropriate to use beginning 2007-08; they remain in the table for course history reference.

The legislative mandate strictly specifies the 2000-2006 courses were not to be included in recalculation of GPA quality points; thus for 2007-08, you will need to add the new academic tag ("E" – Dual Credit 07-08+) and enter Marks and Grade Points the same as AP.

You will also need to edit SC UGP GPA Definition tables for all other academic tags based on the Grade Point Conversion Chart, UGP 07-08, page 55-03-2.

How to Add an Academic Tag to the ACA Table

From SASI Modules on your desktop, select Tables Definition → Table List Tab. Use the Add button to enter the Code and Description as shown below and then save:

| Ln | Type | Table Description |
|----|------|----------------------------|
| 1 | 3YY | 3Y4Y5Y |
| 2 | AB1 | Grade level of achievement |
| 3 | AB2 | IPP Met |
| 4 | ACA | Academic Tag |
| 5 | ACH | Standard Achieved Code |
| 6 | ACT | Activity Code |
| 7 | ADM | Academic Year |
| 8 | AEX | Prim, First, Second Excep |
| 9 | AFL | Alert File List |
| 10 | AID | Teacher Aides |
| 11 | ALC | Language Code |
| 12 | ALL | CL Course-Room Rules |

| Ln | Code | Description |
|----|------|--------------------------------|
| 1 | A | Advanced Placement |
| 2 | C | College Preparation |
| 3 | D | Dual Credit |
| 4 | E | Dual Credit 07-08+ |
| 5 | H | Honors |
| 6 | I | International Baccalaureate |
| 7 | P | PreInternational Baccalaureate |
| 8 | T | Tech Preparation |

Buttons: Add, Del, Close

Adding the GPA Definition for ACA – Dual Credit Courses

1. From SASI Modules on your desktop, select SASI Modules → Grade Reporting → Grading Setup → GPA Definition atom.
2. You will see the additional ACA “E” tag listed in the GPA Definition atom; verify that all marks from 100 to 1 and the three letter marks, FA, WF and WP exist.
3. Also verify the accuracy of each corresponding Grade Point based on the Grade Point Conversion Chart in the UGP, 07-08 Revision.

Note: Set the “GPA Decimal Place Accurac” dropdown field to 4 on this form so there is no rounding at the 3rd decimal place when GPAs are calculated; additionally, ensure the Round field is blank.

Id <ID> Long Title Abbr
2 SC UGP GPA TOT

Low Grd High Grd Type
09 12 Normal GPA

☒ Weight GPA By Credit ☒ Incl In Transcript
☐ Include Separate Mark Entry ☐ Include Report Card

GPA Decimal Place Accurac 4 Round

| Ln | ACA | Description |
|----|-----|-----------------------------|
| 1 | A | Advanced Placement |
| 2 | C | College Preparation |
| 3 | D | Dual Credit |
| 4 | E | Dual Credit 07-08+ |
| 5 | H | Honors |
| 6 | I | International Baccalaureate |

| Ln | Mark | Grade Point |
|----|------|-------------|
| 1 | 100 | 5.8750 |
| 2 | 99 | 5.7500 |
| 3 | 98 | 5.6250 |
| 4 | 97 | 5.5000 |
| 5 | 96 | 5.3750 |
| 6 | 95 | 5.2500 |
| 7 | 94 | 5.1250 |
| 8 | 93 | 5.0000 |
| 9 | 92 | 4.8750 |
| 10 | 91 | 4.7500 |
| 11 | 90 | 4.6250 |
| 12 | 89 | 4.5000 |
| 13 | 88 | 4.3750 |

Add Del

Close

Editing the GPA Definition for Academic Tags (ACA) – College Prep Courses

From SASI Modules on your desktop, select SASI Modules → Grade Reporting → Grading Setup → GPA Definition atom. Click on the Ln 2 cell to view the table of values for College Preparation courses.

For each value in the Mark column, you will need to review/edit the corresponding Grade Point using the [Grade Point Conversion Chart in the UGP, 07-08 Revision](#). Double left click in the Ln 1 -- Grade Point cell -- to edit 4.8700 to 4.8750 and click the Save button. You will need to edit all Grade Point cells for marks that need changing.

| Mark | Grade Point |
|------|-------------|
| 100 | 4.8750 |
| 99 | 4.7500 |
| 98 | 4.6250 |
| 97 | 4.5000 |
| 96 | 4.3750 |
| 95 | 4.2500 |
| 94 | 4.1250 |
| 93 | 4.0000 |
| 92 | 3.8750 |
| 91 | 3.7500 |
| 90 | 3.6250 |
| 89 | 3.5000 |
| 88 | 3.3750 |

| Ln | Ac | Description |
|----|----|-----------------------------|
| 1 | A | Advanced Placement |
| 2 | C | College Preparation |
| 3 | D | Dual Credit 07-08+ |
| 4 | E | Honors |
| 5 | I | International Baccalaureate |
| 6 | P | Tech Preparation |

NOTE: Verify all academic tags for each Mark's corresponding Grade Point in the 2007-08 revised Grade Point Conversion Chart: A, C, D, H, I, T, and P. Note the changes for the D, T, and P grade points for the marks should match the conversion tables as follows:

- D -- Grade points used for "H."
- T -- Grade points used for "C."
- P -- Grade points used for "H."

Note AGAIN: Though both PreInternational Baccalaureate (P) and Tech Preparation (T) are listed in the ACA Descriptions for any students who may have taken such courses during 2000-2006, no courses should be coded using these tags beginning with school year 2007-08.

Verifying Your Setup for SC UGP GPA Definition

Note: You will need to make changes for Mark Rounding Setup

You will find the following two statements in the revised UGP:

1. "Recalculations will be limited to the three decimal place conversion factors specified in the South Carolina uniform grading policy's grade point conversion chart."
2. "Computations will not be rounded to a higher number."

We have discovered that SASI automatically rounds GPA computations and there are no settings at this time in SASI that allow compliance with this UGP requirement. However, you can set the GPA Decimal Place Accuracy field to "4." Even though the GPA calculation will show four decimal places on the transcript, the GPA will not round to the third place with this setting.

[illegible]

Round – the default should be blank after completing the Grading Setup -> Reporting Options, Options Tab as previously shown.

Verifying Your Setup for 4.0 GPA Scale

Your school will provide the 4.0 GPA calculations for students who are applying to colleges and universities that require this information. You will need to ensure that your setup meets the following standard:

GPA Definition Atom

4.0 GPA Definition – UnWeighted GPA (ACA = ID1)

| Mark | Mark Range | Grade Point |
|----------|---------------|-------------|
| A | 100-93 | 4.0 |
| B | 92-85 | 3.0 |
| C | 84-78 | 2.0 |
| D | 77-70 | 1.0 |
| F | 0-69 | 0 |

| Ln | Mark | Grade Point |
|----|------|-------------|
| 1 | 100 | 4.0000 |
| 2 | 99 | 4.0000 |
| 3 | 98 | 4.0000 |
| 4 | 97 | 4.0000 |
| 5 | 96 | 4.0000 |
| 6 | 95 | 4.0000 |
| 7 | 94 | 4.0000 |
| 8 | 93 | 4.0000 |
| 9 | 92 | 3.0000 |
| 10 | 91 | 3.0000 |
| 11 | 90 | 3.0000 |
| 12 | 89 | 3.0000 |
| 13 | 88 | 3.0000 |

Grading Setup: Repeat Tag Definition Atom

Students may retake a course according to the Uniform Grading Policy. In order for the GPA and credits to be calculated correctly, Repeat Tags must exist as defined below. These tags will be used in the Course History atom. You may delete any pre-existing Repeat Tags not used by your district.

| Ln | Repeat Tag | Description | Excl Comp | Excl Att | Excl GPA1 | Excl GPA2 | Excl GPA3 | Excl GPA4 |
|----|------------|--------------------------------|-----------|----------|-----------|-----------|-----------|-----------|
| 1 | R | Include in GPA, Credit Attempt | Deny | | | | | |
| 2 | X | Exclude from all Computations | Deny | Yes | Yes | Yes | Yes | Yes |

R – Indicates a course will be included in GPA calculations, but will not receive completion credits.

X -- Indicates a course will not be included in any GPA calculations, and will not receive completion credits.

Excl Comp -- indicates whether the credits completed for a class should be excluded from credit calculations; Deny indicates mark will be excluded from calculations, Blank indicates mark will be included in calculations.

Excl Att – indicates whether the credits attempted for a repeated class should be excluded from credit calculations. Excluding credits attempted also excludes the grade for a class from.

Excl GPA1-GPA4 – indicates whether the grade earned for a repeated class should be excluded from calculations for a GPA type. “Yes” indicates you would exclude; “No” or blank indicates you would not exclude the mark from calculations. (GPA1 = ACA, GPA2 = TOT, GPA3 = GPA3)

NOTE: Remember to check the setting in this atom BEFORE you calculate GPA’s, before you transfer course information to the Course History atom, and before you print transcripts.

Grading Setup: History Tab

Select the Update Current History option to update records in the Course History atom so that you will not duplicate existing records.

The screenshot shows the 'Course History Options' dialog box with the 'Grading Setup' title bar. The 'History' sub-tab is active, showing a table of course history options and a list of checkboxes on the right. The 'Update Current History' checkbox is selected and circled.

| Mk | Mark | Cal Month | Cal Year | School Year | Term | Citz | Attend |
|----|------|-----------|----------|-------------|------|------|--------|
| 1 | 1st | Qtr | | | | | |
| 2 | 2nd | Qtr | | | | | |
| 3 | Sem1 | Exam | | | | | |
| 4 | 1st | Sem | | | | | |
| 5 | 3rd | Qtr | | | | | |
| 6 | 4th | Qtr | | | | | |
| 7 | Sem2 | Exam | | | | | |
| 8 | 2nd | Sem | | | | | |
| 9 | All | Year | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |

On the right side of the dialog, the following checkboxes are present:

- ☐ Auto Update From Grades
- ☐ Update School Attended
- ☐ Use YTD Dates
- ☒ Update Current History

A 'Close' button is located at the bottom right of the dialog.

Other Atoms in SASI for Which You Will Verify Setup

Course Atom

You will want to verify the information in specific fields each year to ensure accuracy based on the current year's selection of courses at your school/district that students need to meet graduation/completion requirements.

Your initial SASI installation included all of the valid SDE Activity/Course Codes at the time of the state implementation of SASI. All courses were initially set to Inactive; however, you should activate courses as needed for each year's set of requests/offerings.

You, as the district or school SASI Coordinator, are responsible for working with your district-level curriculum leaders to determine which courses are to be set as active for the new school year. You will need to ensure that courses that will not be offered are set as inactive while courses for which students are scheduled are active.

Course codes you add must follow the guidelines of the *Activity Coding Manual* each year. Refer to the *SASI Basic Scheduling Training Guide* for instructions on adding or activating a course.

The screenshot shows the 'Course' form in the SASI system. The following fields are circled to indicate areas for verification:

- Course ID: 324100HW
- Course Title: Physics HN
- Long Course Title: Physics Honors
- Duration: SX
- General Info tab: N/H (circled), Credit: 1.000 (circled)
- Eff Date: 08/08/07
- Department: Science
- College Prep: (dropdown)
- Lng Tght: (dropdown)
- Inst Type: (dropdown)
- Subject Areas: E (dropdown), X (dropdown)
- College Areas: D (dropdown), G (dropdown)
- University Areas: D (dropdown), G (dropdown)
- Prerequisite: (dropdown)
- Regency: No (dropdown)
- Course Category: (dropdown)
- Qualifies for Aid: (dropdown)
- CBEDS Grp: (dropdown)
- CBEDS Voc Ed: (dropdown)
- Voc Program: (dropdown)
- Voc Course: (dropdown)
- Duplicates: X (dropdown)

At the bottom right, there are buttons for 'Undo' and 'Save'.

Course ID* – create new courses as necessary to follow any updates for course offerings for students in your district based on directives from SCDE.

Course Title – enter appropriate titles for courses you offer. SCDE initially provided the Short Course Title that you select for the Course Title field; however, based on the [2008-09 Activity Coding Manual](#), districts may change the short or long titles; the short title is usually chosen to print on student report cards and transcripts.

Long Course Title - Districts may choose to change the course title based on the manual entitled: *South Carolina Department of Education Activity Coding System for SASI*. (See appendix for specific information.)

N/H – select the appropriate Non-Academic/Honors Tag for this course – reference the ACA Tag and Description Table in this document.

Credit – enter the appropriate Credit Value for this course.

Duplicates – set this field to "X- Yes" to allow for scheduling students into multiple sections of this course at the same time; students can earn separate grades for each of the sections of the same course. The default setting is blank meaning "no."

Change Note: The State ID 1 field in the Course atom is no longer used by SCDE for "old" Osiris codes.

The fields that are not listed above should be set to meet your specific needs.

Course History Atom

Course History Tab

The Course History atom contains records for each course a student has completed. Initially, information in the History file is gathered from three sources: the Course file, the Master Schedule file, and the Grade Reporting system. At the end of each semester, you can transfer grades from the Grade Reporting system to the History file using the Update Course History atom. You can then verify records as required without affecting the records in the Grade Reporting system. If additions, changes, or deletions are necessary, review the Course History User's Guide for directions.

From the Course History menu you can calculate cumulative GPA's for all/selected students. You can also:

- Print transcript labels from the Course History file
- Print student transcripts
- Report a student's progress toward graduation

- List graduation requirements for each grade level in your school.

Acosta, Andrew **Course History**

Last Name: Acosta First Name: Andrew Middle Name: Grd: 09 Gen: M Student ID: 990990993190

Course History Academic Summary Credit Summary Narrative Comments

| Ln | Mth | Year | Crs-ID | Crs Title | Mark | Credit Attempt. | Credit Comp | Schoc Year | Term | Gro | Rpt Tag | Citz | Att1 | Att2 | Mark Type | School Attended |
|----|-----|------|----------|------------------|------|-----------------|-------------|------------|------|-----|---------|------|------|------|-----------|-----------------|
| 1 | Jan | 1999 | 301100TW | English1 | 80 | 5.000 | 5.000 | 1998 | 1 | 9 | | | | | N | Secondary Demo |
| 2 | Jan | 1999 | 314100TW | Math Tech 1 | 80 | 5.000 | 5.000 | 1998 | 1 | 9 | | | | | N | Secondary Demo |
| 3 | Jan | 1999 | 321100CW | Physical Science | 80 | 5.000 | 5.000 | 1998 | 1 | 9 | | | | | N | Secondary Demo |
| 4 | Jan | 1999 | 361100CW | French1 | 77 | 5.000 | 5.000 | 1998 | 1 | 9 | | | | | N | Secondary Demo |
| 5 | Jan | 1999 | 457000CW | Begin Dance | 76 | 5.000 | 5.000 | 1998 | 1 | 9 | | | | | N | Secondary Demo |
| 6 | Jan | 1999 | 510000CH | Keyboarding | 96 | 5.000 | 5.000 | 1998 | 1 | 9 | | | | | N | Secondary Demo |
| 7 | Jun | 1999 | 10200000 | Reading | 99 | 0.500 | 0.500 | 1998 | 2 | 9 | | | | | N | Secondary Demo |
| 8 | Jun | 1999 | 301100TW | English1 | 84 | 5.000 | 5.000 | 1998 | 2 | 9 | | | | | N | Secondary Demo |
| 9 | Jun | 1999 | 321100CW | Physical Science | 76 | 5.000 | 5.000 | 1998 | 2 | 9 | | | | | N | Secondary Demo |
| 10 | Jun | 1999 | 339200CW | History (US)-I | 77 | 5.000 | 5.000 | 1998 | 2 | 9 | | | | | N | Secondary Demo |
| 11 | Jun | 1999 | 411100CW | Algebra1 | 85 | 5.000 | 5.000 | 1998 | 2 | 9 | R | | | | N | Secondary Demo |
| 12 | Jun | 1999 | 555500CH | Sports Medicine | 84 | 5.000 | 5.000 | 1998 | 2 | 9 | | | | | N | Secondary Demo |
| 13 | Jun | 1999 | 625000TW | Masonry I | 100 | 5.000 | 5.000 | 1998 | 2 | 9 | | | | | N | Secondary Demo |

GPA: 2.814

Close

GPA – this will be calculated based on the Marks and Credits Attempted, using the Grade Point value from the GPA Definition atom and the Credit Value from the Course atom.

Rpt Tag – if a course is repeated, as defined in the UGP, assign the Repeat Tag "R" to the course that is not to receive completion credit. This course will be included in the GPA calculation. If a course is taken for no credit, change the Credit Attempted and Credit Completed to 0.0000, and/or use the Repeat Tag "X" that excludes the course from all calculations.

NOTE: You should use the "X" Repeat Tag for courses that are transferred to the Course History atom with a Mark of "WP" so that the GPA will not be negatively impacted for those students who were passing a credit-bearing course prior to withdrawing from a school. The grade of WP will carry no Carnegie units and no quality points to be factored into the student's GPA according to the Uniform Grading Policy, 2007.

You can query your data to determine which student withdrew from a course with a WP; as a suggested DISPLAY query, selecting SHOW INACTIVE RECORDS, you may use the following:

```
ASTU ACHS Status GR LN FN SchlYear Course crsTitle Mark
RP IF Mark = "WP"
```

After backing up your DATAFILE and at your discretion, you may want to use a MASS CHANGE query to update your student record in Course History.

Sample, Student Course History

Last Name: Sample First Name: Student Middle Name: Grd: 10 Gen: F Student ID: 999888777666

Course History | Academic Summary | Credit Summary | Narrative Comments

| Ln | Mth | Year | Crs-ID | Crs Title | Mark | Credit Attempt | Credit Comp | Schoc Year | Term | Grd | Rpt Tag |
|----|-----|------|----------|-------------------|------|----------------|-------------|------------|------|-----|---------|
| 1 | May | 2007 | 301100HW | ENGLISH1H | 89 | 1.000 | 1.000 | 2006 | 2 | 9 | |
| 2 | May | 2007 | 331000CW | WORLDGEOGRAPHYCP | 90 | 1.000 | 1.000 | 2006 | 2 | 9 | |
| 3 | May | 2007 | 354100CW | CHORUS1 | FA | 1.000 | 0.000 | 2006 | 2 | 9 | |
| 4 | May | 2007 | 411100CW | ALGEBRA1CP | 88 | 1.000 | 1.000 | 2006 | 2 | 9 | |
| 5 | May | 2007 | 502000TW | INTEGRATEBUSAPPS1 | WF | 1.000 | 0.000 | 2006 | 2 | 9 | |
| 6 | Dec | 2008 | 301200HW | ENGLISH2H | 73 | 1.000 | 1.000 | 2007 | 1 | 10 | |
| 7 | Dec | 2008 | 331004CW | GLOBALSTUDIES1CP | WP | 1.000 | 0.000 | 2007 | 1 | 10 | X |
| 8 | Dec | 2008 | 363100CW | LATIN1CP | WP | 1.000 | 0.000 | 2007 | 1 | 10 | X |
| 9 | Dec | 2008 | 412100CW | GEOMETRYCP | WP | 1.000 | 0.000 | 2007 | 1 | 10 | X |

GPA: 2.167

Close

The "X" in the Rpt tag column indicates the three courses marked with WP in the Mark column will have no effect on this student's GPA as shown in the resulting transcript below.

RESULTING TRANSCRIPT



| | | |
|---|----------------------------------|-------------------------|
| Student Name Barbarino, Vinnie | | |
| Student ID 99000599637 | Grade 12 | Gender M |
| State ID 41313134 | Date of Birth 11/09/88 | Ethnic Code W |
| Parent/Guardian Mr. & Mrs. Jones 111 Wisteria Lane Columbia, SC 90210 803-111-1234 | | |

Transcript of Student Progress

Enter Date: 08/08/05
 Leave Date: xx/xx/xx
 Class Of: 2007
 Diploma Type: Standard Diploma

School Name/Address

South Carolina High School
 1429 Senate Street
 Columbia, SC 90210
 Tel: 555-555-5555

District Name/Address

Palmetto District
 2008 Senate Street
 Columbia, SC 29202
 803-555-5555

| Crs ID | Course Title | Mark | Credit | Crs ID | Course Title | Mark | Credit |
|--|--------------|------|--------|---|--------------|------|--------|
| Grd 07 5/2004 Term 2 411100CW C Algebra (GR7) 90 1.000 Crd Att. 1.000 Cmp: 1.000 SC UGP GPA: .0000 | | | | Work in Progress Crs ID Course Title Credit 323200HW H Chemistry/2 Pre-AP 1.000 324100HW H Physics Pre-AP 1.000 413100HW H Pre-Cal Pre-AP 1.000 532400TW Database Design 1.000 307402AW A AP Eng Lang/Comp 1.000 327300AW AP Chemistry 1.000 337200AW A AP U.S. History 1.000 365300CW C Spanish 3 CP 1.000 | | | |
| Grd 08 5/2005 Term 2 365100CW C Spanish 1 (GR8) 89 1.000 412100CW C Geometry (GR8) 87 1.000 Crd Att. 2.000 Cmp: 2.000 SC UGP GPA: 0.0000 | | | | GPA Summary SC UGP GPA: 4.078 4.0 GPA: 4.0789 | | | |
| Grd 09 5/2006 Term 1 321100HW H Physical Sci Hon 88 1.000 344100CW C Physical Education 100 1.000 365200CW C Spanish 2 CP 81 1.000 411200CW C Algebra 2 86 1.000 301100HW H English I Honors 87 1.000 336000HWPSS Hum I Honors 88 1.000 353100CW C Concert Band 91 1.000 372000HW H T&G Dir Read & Res 93 1.000 Crd Att. 8.000 Cmp: 8.000 SC UGP GPA: 3.7813 | | | | Credit Summary Total Credit Attempted 32.50 Total Credit Earned: 32.50 | | | |
| Grd 10 5/2007 Term 1 334500CH C Sociology 97 0.500 Crd Att. 0.500 Cmp: 5.000 SC UGP GPA: 4.5000 | | | | Class Rank 2 of 118 | | | |
| Grd 10 5/2007 Term 1 321100HW H Physical Sci Hon 88 1.000 344100CW C Physical Education 100 1.000 365200CW C Spanish 2 CP 81 1.000 411200CW C Algebra 2 86 1.000 301100HW H English I Honors 87 1.000 336000HWPSS Hum I Honors 88 1.000 353100CW C Concert Band 91 1.000 372000HW H T&G Dir Read & Res 93 1.000 | | | | | | | |

Official Signature _____

Date: _____

Official Signature and or Seal Required for manually created transcript.

Information on the South Carolina Uniform Grading policy can be found at:

<http://ed.sc.gov/agency/Standards-and-Learning/Instructional-Promising-Practices/old/hesr/>

Excerpt from the Uniform Grading Policy pertaining to the new WP Mark and Student Withdrawing from a Course

"With the first day of enrollment in the course as the baseline, students who withdraw from a course within three days in a 45 day course, five days in a 90 day course, or ten days in a 180 day course will do so without penalty.

"Students who withdraw from a course after the specified time of three days in a 45 day course, five days in a 90 day course, or ten days in a 180 day course shall be assigned a WF, and the F (as a 61) will be calculated in the student's overall grade point average. The three, five, and ten day limitations for withdrawing from a course without penalty does not apply to course or course level changes approved by the administration of a school. Withdrawal limitations for distance learning courses will be established by local districts.

"Students who drop out of school or are expelled after the allowed period for withdrawal but before the end of the grading period will be assigned grades in accordance with the following policies:

The student will receive a WP if he or she was passing the course. The grade of WP will carry no Carnegie units and no quality points to be factored into the student's GPA.

·The student will receive a WF if he or she was failing the course. The grade of WF will carry no Carnegie units but will be factored into the student's GPA as a 61.

"If a student fails a course due to excessive absences, an FA will be recorded on his or her transcript. The grade of FA will carry no Carnegie units but will be factored into the student's GPA as a 61."

Diploma Type: Academic Summary Tab

The Academic Summary Screen displays a selected student's GPA and Credit Summary and provides the drop-down menu for Diploma Type. You cannot modify the data on this screen.

| Last Name | First Name | Middle Name | Grd | Gen | Student ID |
|-----------|------------|-------------|-----|-----|--------------|
| Aiken | Gissel | Lashawn | 11 | F | 990015184919 |

| GPA Summary | | |
|-------------------|--------|---------------------|
| | GPA | GPA Rank out of 331 |
| ACA: Academic GPA | 0.000 | 1 |
| TOT: SC UGP GPA | 3.8158 | 51 |
| GP3: CSU GPA | 0.000 | 1 |
| GP4: Type 4 GPA | 3.030 | 85 |

Diploma Type dropdown menu options:

- ☒ Standard Diploma
- ☐ State Certificate
- ☐ Non-Diploma

| Credit Summary | | |
|-------------------|-------------------|-----------|
| Credits Attempted | Credits Completed | Rank Date |
| 16.500 | 16.500 | |

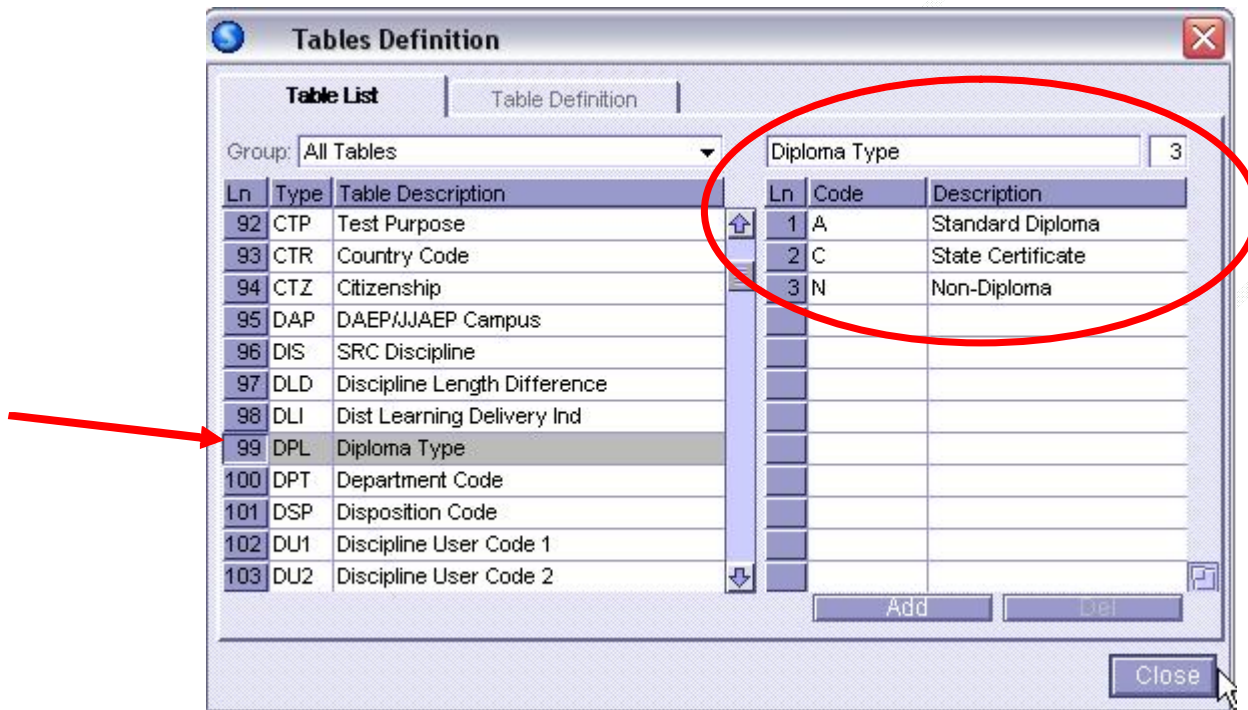
Diploma Type – select "Non-Diploma" if the student is not in a regular diploma program, or should be excluded from class rank calculations. Concurrently enrolled students should have this field set to "Non-Diploma" at the Concurrent school. (Use the query below.)

CHANGE ASTU DiplomaTyp="N" IF EligADA="C"

Include Inactive Records.

Diploma Type: Tables Definition Atom

To verify your Diploma Type in the Tables Definitions Atom, from your desktop select the SASI Modules globe → System Setup → Tables Definition → Table List Tab. Ensure that the following codes are accurately entered for the DPL table – Diploma Type:



College Entrance Atom

Note: Most colleges require that SAT and ACT scores come directly from the source (companies providing the tests and scoring of tests) and will not accept scores manually entered or imported into the SASI atoms. **You should not include college test scores (SAT, ACT, etc) on your students' transcripts.**

However, you can maintain college entrance exam test scores through the College Entrance atom for internal purposes. You can enter up to four dates of SAT scores, ACT scores, and achievement test scores for English Composition, Math Level 1, and Math Level 2. You also can enter up to 35 dates of scores for other tests such as the SAT II Subject Level Test.



Class Rank

You must follow certain steps to ensure that the class rank is correctly calculated prior to printing your student transcripts:

- verifying that courses that have been retaken are properly tagged
- identifying Non-Diploma students who should be excluded from the class rank
- using queries to set the Diploma Type field in the Course History atom
- filtering out a select group of students which makes it easier to calculate class rankings.

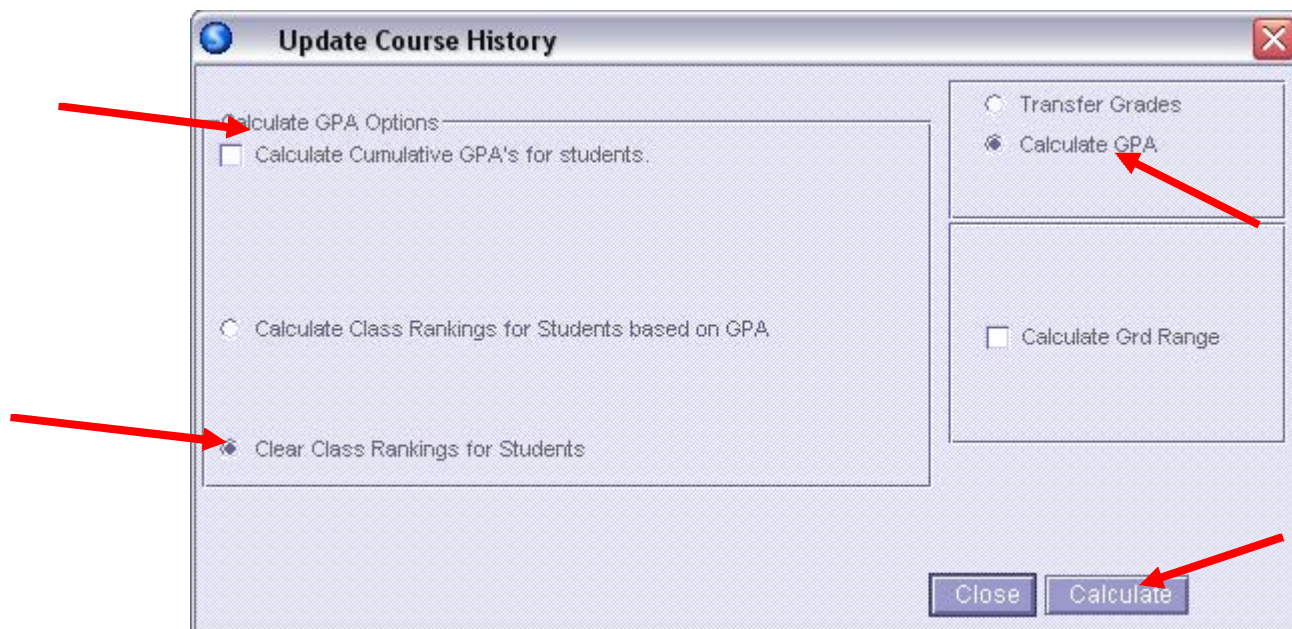
Prior to calculating the class rank, any course that has been retaken should have the Repeat Tag set to indicate how the course will be treated in GPA calculations. Instructions on how to create and set the Repeat Tags can be found in the GPA Calculation section of this document, page 24. Refer to the UGP for information on retaking a course (page 55-03-8).

The class rank should exclude students who are not seeking a diploma. You will use the Diploma Type field on the Academic Summary page of the Course History atom for this purpose. This field should have at least three (3) choices – Standard Diploma, State Certificate, and Non-Diploma. If necessary, add these 3 values to the DPL table, using the instructions in the SASI Setup and Administration Training Guide (see screen shot on page 25). To populate this field quickly, use the following query to assign the Standard Diploma type to all students. Then change the Diploma Type field for each individual Non-Diploma and State Certificate student.

CHANGE ASTU DiplomaTyp="A"

Include Inactive Records

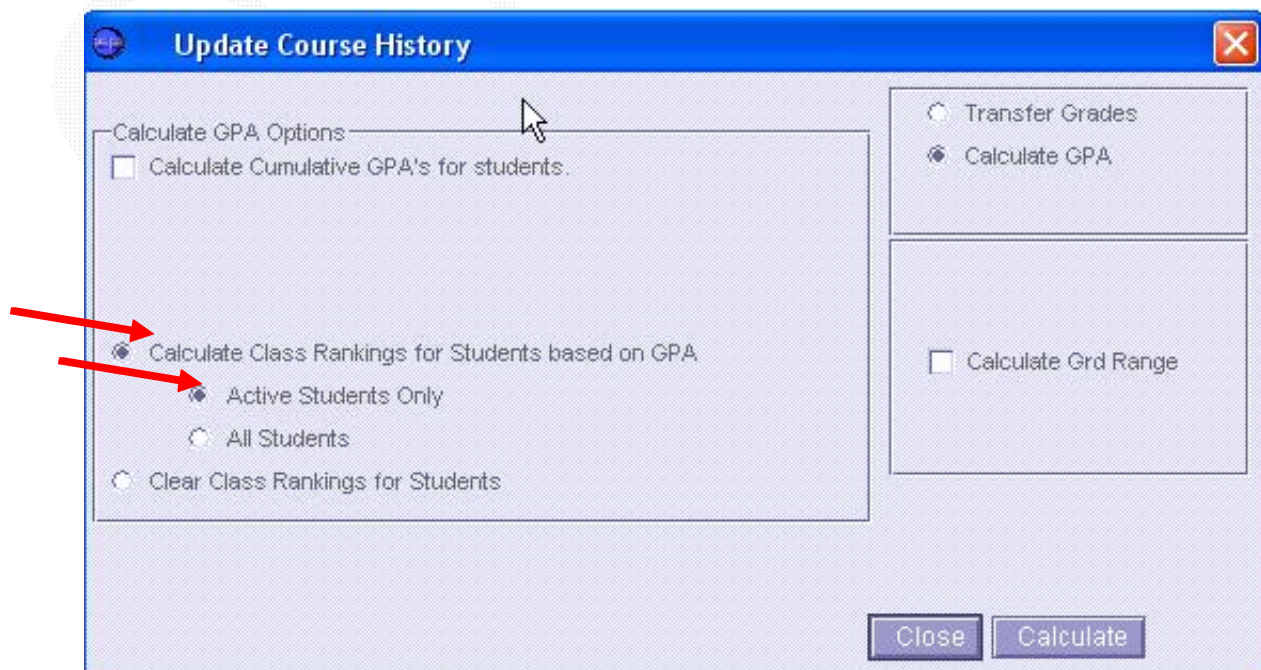
In the Update Course History atom, select the Calculate GPA process, and then select the options to Calculate Cumulative GPAs and Clear Class Rankings for Students.



Click the 'Calculate' button to calculate the GPA and clear the class rank, and then apply the following SKIP filter to exclude the Non-Diploma students from the class rank.

SKIP ASTU IF DiplomaTyp <> "A"

Run the Calculate GPA process again, selecting the option to Calculate Class Rankings for Active Students. On the Academic Summary page of the Course History atom, the Non-Diploma students will have a GPA, but their class ranks will be 0.



The following queries and filters may be useful for working with select groups of students. Class Rank 2 is the rank for SC UGP GPA. Before applying the filters, you must update Course History, calculating GPA and class rank. Clrnk is a variable used only within these queries. ClassSize is the total number of students in the class. $\text{ClassSize} * 6 / 100$ will calculate the number of students who are in the top 6% of the class.

You can run this query to identify the seniors who rank in the top 6%:

**DISPLAY ASTU ID LN FN CummGPA2 ClassRank2 ClassSize
{clrnk=(ClassSize*6/100)} if clrnk >= ClassRank2 and
gr='12' sort ClassRank2**

This filter will keep only the seniors who rank in the top 6%:

**KEEP ASTU AENR {clrnk=(ClassSize*6/100)} if clrnk >=
ClassRank2 and gr='12'**

This filter will keep only the seniors who rank in the top 30%:

**KEEP ASTU AENR {clrnk= (ClassSize*30/100)} if clrnk >=
ClassRank2 and gr='12'**

Transcripts

Transcript Definition: Header/Footer Options

There are specific settings you will need to verify before printing transcripts that contain information required by the UGP. Of the four transcript styles available in SASI, the specific transcript layout "Style 3" includes fields not available on other transcript layouts. Note the fields that you need to include for the UGP official transcript, as well as the text to enter in some of those fields:

Title 1 –The default title is "Transcript of Student Progress." You can type up to 30 characters. Note that the text you type in the First Title field of the report interface for the Transcripts report (CHS12) overrides this text.

Title 2 – Recommended text is in the example above—nothing is needed.

Student ID – Use the Student Number.

Include Class Of – Select this box to include the graduating year.

Include State ID – Select this box to include the State ID.

Official Text – For transcripts that will be printed as hard copies, enter text that describes identification of an official transcript: **Official Signature and/or Seal required for manually created transcripts.** Each district must determine the method for indicating that a transcript is official, either by a signature line, stamp, seal or some other designation. For transcripts that will be electronically produced, leave this field blank.

Include Signature Line – Select this box to make Signature 1 & 2 available, if desired. For transcripts that will be printed as hard copies, select this box; for electronic transcripts, DO NOT select this box.

Transcript Definition: Course/Grades Options

Use this screen to select options for the Course History, the GPA Summary, and the Credit Summary sections of student transcripts.

The screenshot shows the 'Transcript Definition' window with three tabs: 'Header/Footer Options', 'Course/Grades Options' (selected), and 'VMP/College Entrance Options'. The 'Course/Grades Options' tab contains several sections:

- Course History Options:** Includes checkboxes for 'Include Course Absences', 'Validate Course ID', and 'Print Long ID'. A dropdown for 'Course ID' is set to 'Course Num'. Other fields include 'Mark Heading' (set to 'Mark'), 'Title' (set to 'Title - History File'), and 'School Att Name' (set to 'from Schools Attended'). There are also checkboxes for 'Validate Schools Attended' and 'Print Membership/Pres/Abs'.
- Summary Options:** Includes a dropdown for 'Rank GPA' set to 'TOT', and checkboxes for 'Show Percentile Rank' and 'Print Community Service Summary'.
- Credit Summary Options:** Includes checkboxes for 'Include Subject Area Code' and 'Print Required/Deficiency Credit'.
- Other Options:** Includes checkboxes for 'Include Summary by Term', 'Include Credit Attempted', 'Include Credit Completed', 'Print College Prep Tag', 'Print Academic Tag', and 'Print Repeat Tag'. A dropdown for 'GPA' is set to 'TOT'.

Buttons for 'Undo' and 'Save' are located at the bottom right.

Course ID – Select “Course Num.”

Include Summary by Term – Select this box and the two Credit boxes to print a Credit and GPA summary following each term.

Print Long ID – Allows you to choose the Long Title instead of the Short Title based on your district’s decision.

GPA – Select “TOT.”

Print College Prep Tag – Select this box to print any existing College Prep tag from the Course atom.

Print Academic Tag – Select this box to print the N/H tag from the Course atom.

Print Repeat Tag – Select this box to print any existing Repeat tag from the Course History atom.

Rank GPA – Select “TOT.”

Show Percentile Rank – Do not select this box for official transcripts or class rank will not print.

The fields that are not listed above should be set to meet your specific needs.

Transcript Definition: Work In Progress(WIP)/College Entrance Options

Use this screen to select print course ID and college prep/academic tags to appear on transcripts, indicating to include a work-in-progress section. When selecting the Work in Progress Schedule, choose "For Term" and indicate quarter that you wanted included on the transcripts. All college-entrance data including test options are to be requested from the appropriate testing service

Transcript Definition

Header/Footer Options | Course/Grades Options | **WIP/College Entrance Options**

Work in Progress

- ☒ Print Course ID
- ☐ None
- ☒ Print Work In Progress Schedule
- ☐ Print Work In Progress Marks
- For Term: None
- ☒ Print College Prep Tag
- ☒ Print Academic Tag

College Entrance Test Options

- ☐ Include English Scores
- ☐ Include Math1 Scores
- ☐ Include Math2 Scores
- ☐ Include ACT Scores
- ☐ Include Other Scores
- ☐ Include SAT Scores

Close

Note: SAT and ACT scores are to come directly from the source (companies providing the tests and scoring of tests). You may import these scores into your SIS for use by your schools; however, **you should not include college test scores (SAT, ACT, etc) on your students' transcripts.**

Transcript Definition: Style Options

These are the SASI styles of transcripts available: Standard, Style 2, Style 3, and Style 3. As noted on page 25, you will use Style 3 for the official transcript for your students.

The screenshot shows the 'Transcript Definition' dialog box with the 'Style Options' tab selected. The 'Style' dropdown menu is set to 'Style 3'. In the 'Header/Footer Options' section, the checkboxes for 'Include School Comments' and 'Include Parent/Guardian' are selected. The 'Enter Date' dropdown is set to 'OrigEnterDate from student'. The 'Signature 2' dropdown is set to 'Sig. 2'. In the 'Course/Grades Options' section, the 'GPA Title' is set to 'TOTAL GPA', and the checkboxes for 'Include Total Credits Attempted', 'Include Term', and 'Include Total Credits Earned' are all selected. The 'Undo' and 'Save' buttons are located at the bottom right of the dialog.

Style – Select “Style 3.”

Enter Date – Select “OrigEnterDate from student” to print the original date the student enrolled in the school within a district. The OrigEntDate field is located on page 1, Student Atom and is populated the first time a student enrolled at the current school. This date differs from date in the Enter Date field if the student has enrolled at your school more than once. Data for this field is entered automatically from the Enrollment atom, but you must verify the content in case it was changed improperly.

Include School Comments – Select this box to print “Information on the South Carolina Uniform Grading policy can be found at:

<http://ed.sc.gov/topics/curriculumstds/UGP.HTML>

This information prints in the footer of the transcript.

Include Parent/Guardian – Select this box to print the Parent/Guardian information from the Student atom.

Include Diploma Type – Select this box to print the Diploma type from the Academic Summary page of the Course History atom.

Include Ethnic Code – Select this box to print the Ethnic code. You may de-select it if there are student/parental objections.

Include Addendum Comments – You will not print these comments; this tab is not available in Style 3. In the past you selected this box to print the UGP Conversion Table that was entered on the last page of the Transcript Definition when printing a hard copy of the transcript: Information on the South Carolina Uniform Grading policy can be found at:

<http://ed.sc.gov/topics/curriculumstds/UGP.HTML>

Include Generation Code – Select this box to print the student's generation code.

GPA Title – Enter "SC UGP GPA" which will print at the end of each term.

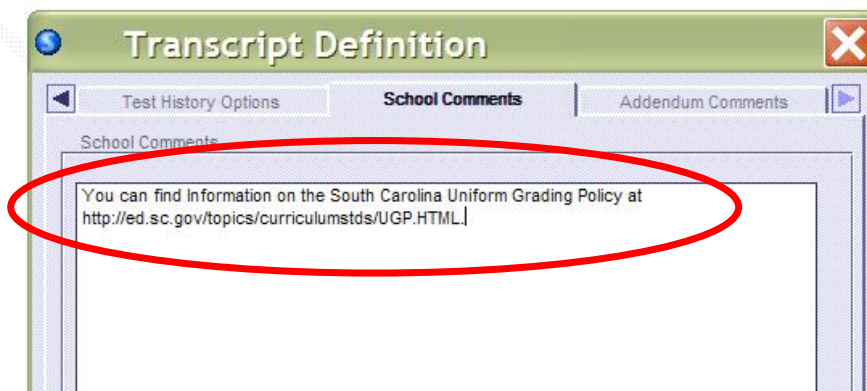
Include Term – Select this box to print the "Term:" heading at the beginning of each term.

Include Total Credits Attempted – Select this box to print the credits attempted for each term.

Include Total Credits Earned – Select this box to print the credits earned for each term.

Transcript Definition: School Comments

This screen appears when you select the Include School Comments for Style 3 - transcripts. You can type school comments that you want to include on all student report cards and/or transcripts. This information prints in the footer of the transcript. A suggested comment, "You can find information on the South Carolina Uniform Grading Policy at <http://ed.sc.gov/topics/curriculumstds/UGP.HTML>" as shown below:

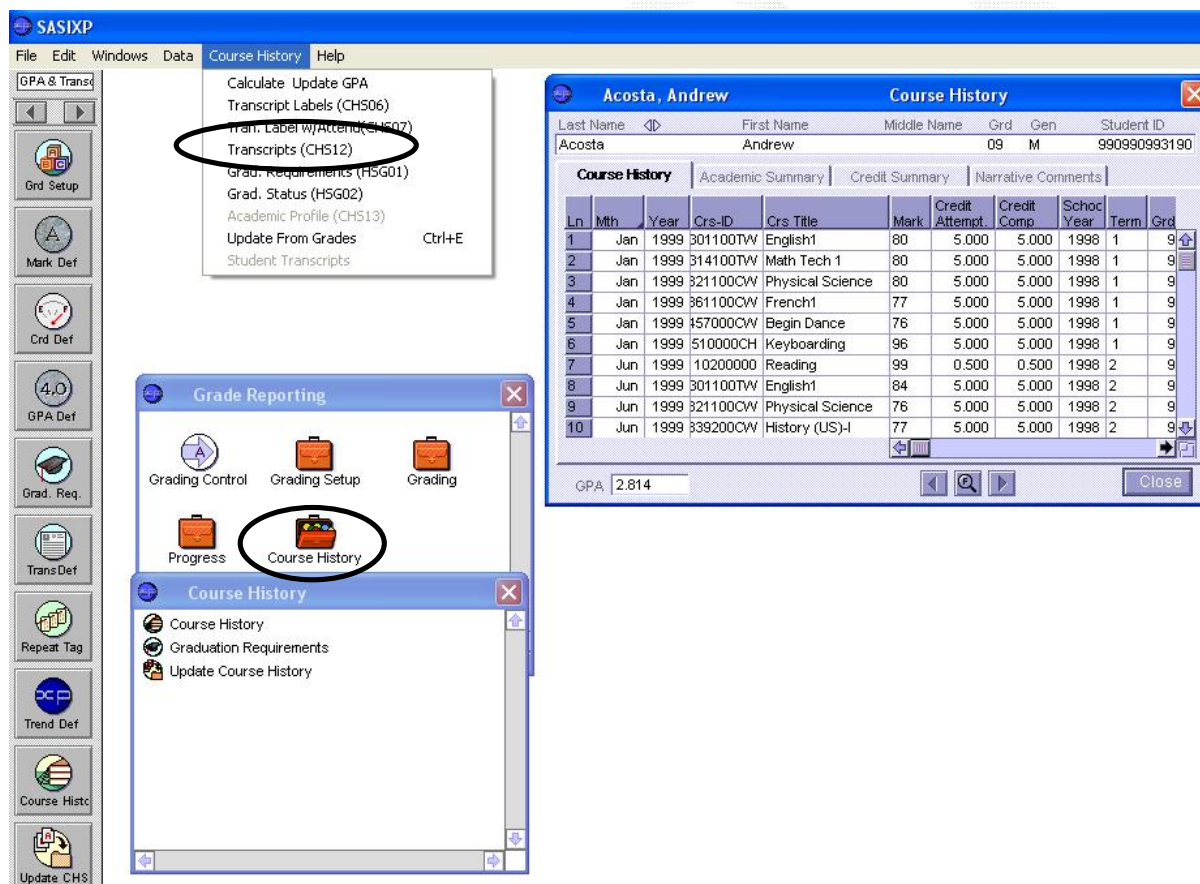


Transcript Definition: Addendum Comments

You will no longer need to provide this information since the table can be viewed at this site: <http://ed.sc.gov/topics/curriculumstds/UGP.HTML>.

Printing Transcripts for College Entrance Applications

High school transcripts are the students' official records of all courses taken and marks received. You can print them for individual students, for a grade level, or for the entire student body at your school. You will find the transcript report listed in the Course History atom (Grade Reporting → Course History Folder → Course History Atom → Course History File Command -> Transcripts (CHS12) :



Use your *SASI Course History User's Guide* and *SASI Help* for directions on how to print transcripts and labels as needed for your students.

Example of Official Student Transcript for College Applications



| | | |
|---|----------------------------------|-------------------------|
| Student Name Barbarino, Vinnie | | |
| Student ID 99000599637 | Grade 12 | Gender M |
| State ID 413133134 | Date of Birth 11/09/88 | Ethnic Code W |
| Parent/Guardian Mr. & Mrs. Jones 111 Wisteria Lane Columbia, SC 90210 803-111-1234 | | |

Transcript of Student Progress

Enter Date: 08/08/05
 Leave Date: xx/xx/xx
 Class Of: 2007
 Diploma Type: Standard Diploma

School Name/Address

South Carolina High School
 1429 Senate Street
 Columbia, SC 90210
 Tel: 555-555-5555

District Name/Address

Palmetto District
 2008 Senate Street
 Columbia, SC 29202
 803-555-5555

| Crs ID | Course Title | Mark | Credit | | Crs ID | Course Title | Mark | Credit | |
|--|--------------|------|--------|--|---|--------------|------|--------|--|
| Grd 07 5/2004 Term 2 411100CW C Algebra (GR7) 90 1.000 Crd Att. 1.000 Cmp: 1.000 SC UGP GPA: .0000 | | | | | Work in Progress Crs ID Course Title Credit 323200HW H Chemistry2 Pre-AP 1.000 324100HW H Physics Pre-AP 1.000 413100HW H Pre-Cal Pre-AP 1.000 532400TW Database Design 1.000 307402AW A AP Eng Lang/Comp 1.000 327300AW AP Chemistry 1.000 337200AW A AP U.S. History 1.000 365300CW C Spanish3 CP 1.000 | | | | |
| Grd 08 5/2005 Term 2 365100CW C Spanish 1 (GR8) 89 1.000 412100CW C Geometry (GR8) 87 1.000 Crd Att. 2.000 Cmp: 2.000 SC UGP GPA: 0.0000 | | | | | GPA Summary SC UGP GPA: 4.078 4.0 GPA: 3.506 | | | | |
| Grd 09 5/2006 Term 1 321100HW H Physical Sci Hon 88 1.000 344100CW C Physical Education 100 1.000 365200CW C Spanish 2 CP 81 1.000 411200CW C Algebra 2 86 1.000 301100HW H English I Honors 87 1.000 336000HWPSS Hum I Honors 88 1.000 353100CW C Concert Band 91 1.000 372000HW H T&G Dir Read & Res 93 1.000 Crd Att. 8.000 Cmp: 8.000 SC UGP GPA: 3.7813 | | | | | Credit Summary Total Credit Attempted 32.50 Total Credit Earned: 32.50 | | | | |
| Grd 10 5/2007 Term 1 334500CH C Sociology 97 0.500 Crd Att. 0.500 Cmp: 5.00 SC UGP GPA: 4.5000 | | | | | Class Rank 2 of 118 | | | | |
| Grd 10 5/2007 Term 1 321100HW H Physical Sci Hon 88 1.000 344100CW C Physical Education 100 1.000 365200CW C Spanish 2 CP 81 1.000 411200CW C Algebra 2 86 1.000 301100HW H English I Honors 87 1.000 336000HWPSS Hum I Honors 88 1.000 353100CW C Concert Band 91 1.000 372000HW H T&G Dir Read & Res 93 1.000 | | | | | | | | | |

Official Signature _____

Date: _____

Official Signature and or Seal Required for manually created transcript.

Information on the South Carolina Uniform Grading policy can be found at:

<http://ed.sc.gov/topics/curriculumstds/UGP.HTML>

APPENDIX, Part A: Printing Transcripts for SC Scholarships (Palmetto Fellows, LIFE and HOPE)

Only students who are classified as seniors are eligible to apply for the Palmetto Fellows Scholarship

There are two deadlines for submitting application information to the Commission on Higher Education: usually mid-December and mid-June of the student's senior year.

The SC Commission on Higher Education (CHE) determines the exact due dates each year. You can find information about the Palmetto Fellows Scholarship and contacts at the [CHE Web site](#).

Be sure to change settings to the SC UGP standards before printing any transcripts for scholarship purposes.

APPENDIX, Part A: Printing Transcripts for Scholarships: LIFE Scholarships

Information about the Legislative Incentive for Future Excellence (LIFE) Scholarship is available on the [CHE Web site](#).

Students do not apply for the LIFE Scholarship; the college or university s/he attends will automatically determine eligibility and will notify the student.

APPENDIX, Part B: References to URLs

- State Board of Education, Synopsis Agenda/Executive Summary, January 9, 2007:
<http://ed.sc.gov/agency/stateboard/agendas/archived/2007/jan/5503.doc>
- Uniform Grading Policy, High School Redesign Web Page:
<http://ed.sc.gov/topics/curriculumstds/UGP.HTML>
- Pearson School Services Web site:
<https://powersource.pearsonschoolsystems.com/>
- *South Carolina Department of Education Activity Coding System for SASI (this manual is updated each year – note the specific year for your correct reference):*
<http://www.ed.sc.gov/agency/offices/tech/dts/TechDocs.html>

- State Board of Education Regulations 43-234, Defined Program, Grades 9-12,: <http://ed.sc.gov/agency/stateboard/regs/>
- Regulations 43-259, Graduation Requirements:
http://ed.sc.gov/agency/stateboard/regs/article_19/259.doc
- South Carolina Scholarship Contacts at SDE:
<http://www.ed.sc.gov/topics/scholarships/>
- Palmetto Fellows Scholarship Contacts at CHE:
http://www.che.sc.gov/New_Web/GoingToCollege/PF_Hm.htm
- LIFE Scholarship Contacts at CHE:
http://www.che.sc.gov/New_Web/GoingToCollege/LIFE_Hm.htm
- HOPE Scholarship Contacts at CHE:
http://www.che.sc.gov/New_Web/GoingToCollege/HOPE_Hm.htm

Disclaimer: Each Web address listed in this document is subject to change from year to year as updated information is provided by various offices within SDE and/or other governmental entities. The links above are correct at the time this document is posted.

Background: Uniform Grading Policy Implemented 2000-01

The Code of Laws of South Carolina, 1976, was amended by adding Section 59-5-6 to establish a procedure whereby the State Board of Education adopted and the school districts used a uniform grading system beginning in the school year 2000-01.

Section 59-5-68 reads as follows:

The General Assembly finds that given the fact the State provides substantial financial academic assistance to students of the State based on cumulative grade point averages and districts currently use a variety of grading scales, it is in the best interest of the students of South Carolina for a uniform grading scale to be developed and adopted by the State Board of Education to be implemented in all public schools of the State. Therefore, the State Board of Education is directed to establish a task force comprised of superintendents, principals, teachers, and representatives of school boards and higher education no later than June 30, 1999. The task force shall make recommendations to the board including, but not limited to, the following: consistent numerical breaks for letter grades; consideration of standards to define an honors course; appropriate weighting of courses; and determination of courses and weightings to be used in the calculation of class rank. The task force shall report its findings to the State Board of Education no later than December 1, 1999. The State Board of Education shall

then adopt and school districts of the State shall begin using the adopted grading scale no later than the 2000-2001 school year.

Update: Uniform Grading Policy Revised 2007-08

The revised uniform grading scale and the system for calculating grade point averages (GPA's) and class rank became effective for all students during in the 2007-08 school year. Note the following revisions to the policy approved by the State Board of Education, January 2007:

- Recalculations will be limited to the use of the three-decimal-place conversion factors specified in the SC Uniform Grading Policy's grade point conversion chart, page 55-03-1.
- Dual credit courses have the same weighting as advanced placement and international baccalaureate courses.
- Increased quality points for dual credit courses and full credit for dual credit courses will not be figured into recalculations, page 55-03-1.
- College orientation courses offered by postsecondary institutions carry CP weighting and do not receive honors or dual credit quality points, page 55-03-4.
- Computations will not be rounded to a higher number, page 55-03-5.

Appendix, Part C: SC UGP Transcript Template SASI Validation Fields

| Field # | UGP Transcript Field | SASI Validation Field | Comments |
|---------|---------------------------------|---|--|
| 1 | Student Last Name | Student Atom:Page 1 | |
| | Student First Name | | |
| | Student ID | | |
| | Grade | | |
| | Gender | Student Atom:Page 3 | |
| | State ID | | |
| | Date of Birth | Student Atom:Page 1 | |
| | Ethnic code | | |
| | | | |
| | Parent Guardian Name | Student Info: Page 1:Parent/Guardian | |
| | Parent Guardian Address | | |
| | Parent Guardian City | | |
| | Parent Guardian State | | |
| | Parent Guardian Zip | | |
| | Parent Guardian Telephone | | Include Area Code |
| 2 | Enter Date | Student Info:Page 3 | |
| | Leave Date | | |
| | Class Of | Student Info:Page 1: Yr Grad | |
| | Diploma Type | Grade Reporting:Course History: Academic Summary | |
| 3 | High School Name | System Set Up; School; Basic Tab | |
| | School Address | | |
| | School City | | |
| | School State | | |
| | School Zip | | |
| | School Telephone | | |
| | School Fax | | |
| | | System Set Up; School; Basic Tab | |
| | District Name | | |
| | District Address | | |
| | District City | | |
| | District State | | |
| | District Zip | | |
| | District Telephone | | Include Area Code |
| 4 | Course ID | Grade Reporting: Course History: Course History Tab | |
| | Course Title | | |
| | Mark | | |
| | Credits | | |
| | Term Grade ID | | |
| | Term End Month/Year | | |
| | Term Number | | |
| 5 | Work in Progress | | |
| | Course ID | Grade Reporting: Grading SetUp: Transcript Definition: | |
| | Course Title | WIP/College Entrance Options: Print Work In Progress | |
| | Credits | Schedule: Choose Term | |
| 6 | GPA Summary | | |
| | TOT: Total GPA | Grade Reporting: Course History: Course History: | CHANGE TOT: Total GPA to SC UGP GPA |
| | ACA: Academic GPA | Academic Summary | CHANGE ACA: Academic GPA to 4.00 GPA |
| 7 | Credit Summary | | |
| | Term Summary Credits Attempted | Grade Reporting: Course History: Course History: | |
| | Term Summary Credits Completed | Academic Summary Tab | |
| 8 | Class Rank | Grade Reporting: Course History: Course History: | |
| 9 | Official Signature | | |
| 10 | Official Text | Grade Reporting: Grading Set Up: Transcript Definition | Official Signature and or Seal required for manually created transcript. |
| 11 | Transcript Footer Option Legend | Grade Reporting: Grading Setup: Transcript Definition: Header/Footer Option | Information on the South Carolina Uniform Grading policy can be found at: http://ed.sc.gov/topics/curriculumstds/UGP.HTML |